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ABSTRACT

After exploring the pros and cons of using various technologies in secondary schools, as well as the development of an Acceptable Use Policy, this book describes how technology affects the role and interaction of media specialists, teachers, students, administrators, and parents. Technology planning tips are given on methods to research trends, forecast needs, prepare mission statements, create action plans that account for alternate future scenarios, and conduct grant writing. World Wide Web technology is discussed in the context of what knowledge a school media specialist needs to make the Web most productive for users. The book examines various search engines and filters at length, employing charts and text, and demonstrates how to pick a searching technique such as keyword, natural language, truncation, wild card, and Boolean. Other topics covered include library management software, media retrieval systems, library security systems, and DVDs. Six lesson plans give a sampling of ways to use technology to further curricular goals. A final chapter looks at setting up networks and what works best in different environments. Options discussed include stand-alone computers, accessing OPAC, LANs, WANs, intranets versus the Internet, and the different functions of an intranet and network operating software. Contains references and an index. (AEF)

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